
OFFICE OF THE STATE AUDITOR INTERNAL OPERATING POLICIES

Section	Management Information Systems
MIS-20	Use of Mobile Electronic Communications Devices
Approved By	State Auditor, Chief Information Officer
Reviewed Date	October 25, 2011
Effective Date	October 25, 2011
Modified Date	

1. Objective:

This policy is put forth to comply with HB 200 Section 6A.14 (a) for Use of Mobile Electronic Communications Devices. The purpose is to provide direction and guidance to State Auditor Divisions and Offices for the management of mobile communication devices and related services. Mobile devices are devices with mobile access plans purchased or subscribed from a non-state entity for (voice or data) connection. Device examples include cell phones, personal digital assistants (PDAs), air cards, Blackberries, wireless cards; PIX devices, associated accessories, etc. Related services include device service plans, push-to-talk, and global positioning systems.

2. Policy:

The Office of the State Auditor (OSA) recognizes that certain job functions require an employee be accessible when remotely assigned, away from assigned work location, during times outside scheduled working hours, and/or during times of emergency. For this reason, MIS may provide mobile communication equipment to select employees. While this need for mobile technologies exists, OSA must also remain attuned to the costs associated with providing that technology to its employees.

It is the policy of OSA that all state-provided mobile communications devices are used for official state business and in a safe, cost effective manner consistent with applicable laws and regulations. Divisions can provide mobile devices for business users who fit the justification criteria outlined in this policy. Approval and authorization of the purchase and use of these devices must be approved by the Division Director. Any division using such devices must submit an approved list including the justification for each device to the OSA MIS and Budget Director. OSA will submit reports as required.

OSA reserves the right to investigate the origin of any calls, text messages or data downloads not readily apparent to be business-related in order to facilitate the monitoring of compliance with this policy. All usage records related to any mobile communications devices issued by OSA constitute state records subject to N.C. Public Records Act (N.C.G.S. 132).

The use of personal mobile communication devices for state business may subject any such devices and all applications to public records law.

Reference: Office of State Budget and Management, State of North Carolina Budget Manual 5.10.5 Mobile Telephones